

1

**MontCAS**  
(Montana Comprehensive Assessment System)  
**English Language Proficiency  
Assessment**

**Training  
for the  
2007-2008 Administration**

To advance slides, please click Enter.

**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment

## **Outline**

- I. Overview: What, Who, Why, When, and What's New**
- II. Test Coordinators' and Examiners' Roles & Responsibilities**
- III. Structure and Format of the Assessment**
- IV. Test Administration Procedures**
- V. After Testing**

## **I. What, Who, Why, When: MontCAS ELP**

- ◆ Statewide test of all identified LEP students
- ◆ Mandated by the No Child Left Behind Act
- ◆ Testing window: October 23 – November 23, 2007

# 4

## Who is an LEP student?

1. Not born in U.S., native language other than English; OR
2. Comes from an environment where English is not the dominant language; OR
3. American Indian or Alaskan Native who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency.

In addition, the student must have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such an individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

**MontCAS**

(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment

# 5

## MontCAS ELP 2007-2008

### Key Dates

<b>September 1 – October 19</b>	<b>Enter enrollment and program participation data for LEP students into AIM System</b>
<b>September 10</b>	<b>Submit special orders for Beginner Level forms, if needed</b>
<b>September 10</b>	<b>Training materials ship to systems</b>
<b>October 15</b>	<b>Assessment materials ship to System Test Coordinators</b>
<b>November 9</b>	<b>Student barcode labels ship to System Test Coordinators</b>
<b>October 23 – November 23</b>	<b>Assessment window</b>
<b>December 7</b>	<b>Deadline for all materials to be shipped to Questar (All materials must be <u>received</u> by December 14<sup>th</sup>.)</b>

**MontCAS**

(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment

# 6

## What's New for 2007-2008

- ◆ Alternate Forms
  - mostly new items
  - some linking items from 2006-2007
- ◆ Consolidated Test Booklets
  - single test booklet for all subtests: Reading, Writing, Listening, and Speaking
- ◆ Shorter Listening Tests
- ◆ Separate Answer Documents
  - separate answer documents for C1 and C2, D1 and D2, E1 and E2
- ◆ Student Barcode Labels
  - student ID labels for all LEP students registered in the AIM system

**MontCAS**

(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment

## II. Roles and Responsibilities

- ◆ System Test Coordinator
- ◆ School Test Coordinator
- ◆ Examiner

# 8

## System Test Coordinator

### *Before testing:*

- ✓ Receive and distribute training materials.
- ✓ Receive, inventory, and distribute assessment materials.
- ✓ Order additional materials, if needed, using the *Additional Materials Worksheet* downloaded from the OPI website.
- ✓ Communicate the importance of test security using the *OPI Guidelines and Procedures for Test Security*.  
<http://www.opi.mt.gov/PDF/Assessment/OPIGuideProcTS.pdf>
- ✓ Inform School Coordinators about the testing window and deadline.

**MontCAS**

(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment



## System Test Coordinator

### *During testing:*

- ✓ Be available to answer School Test Coordinator or Examiner questions.
- ✓ Distribute additional materials to schools, if needed.

## System Test Coordinator

### *Key to a smooth operation:*

- Read the *MontCAS ELP Test Coordinator's Guide*, then use it as a reference tool when needed.
- Use the System Test Coordinator's Checklist.

## School Test Coordinator

### *Before testing:*

- ✓ Receive assessment materials.
- ✓ Check quantities.
- ✓ Distribute materials to examiners.
- ✓ Implement procedures to maintain test security.
- ✓ Plan training for examiners.
- ✓ Schedule testing sessions.

## School Test Coordinator

### *Key to a smooth operation:*

- Use the School Test Coordinator's Checklist found in the *MontCAS ELP Test Coordinator's Guide*.

## Examiner

### *Before testing:*

- ✓ Prepare yourself.
- ✓ Check the materials.
  - Make sure there is a prepared answer document for each student to be tested.

## Examiner

### *During testing:*

- ✓ Follow the script in the Examiner Manual.
- ✓ Monitor students.

## Examiner

***Key to a smooth assessment process:***

- Use the Examiner's Checklist found in each *Examiner Manual*.

### **III. Structure and Format of the Assessment**

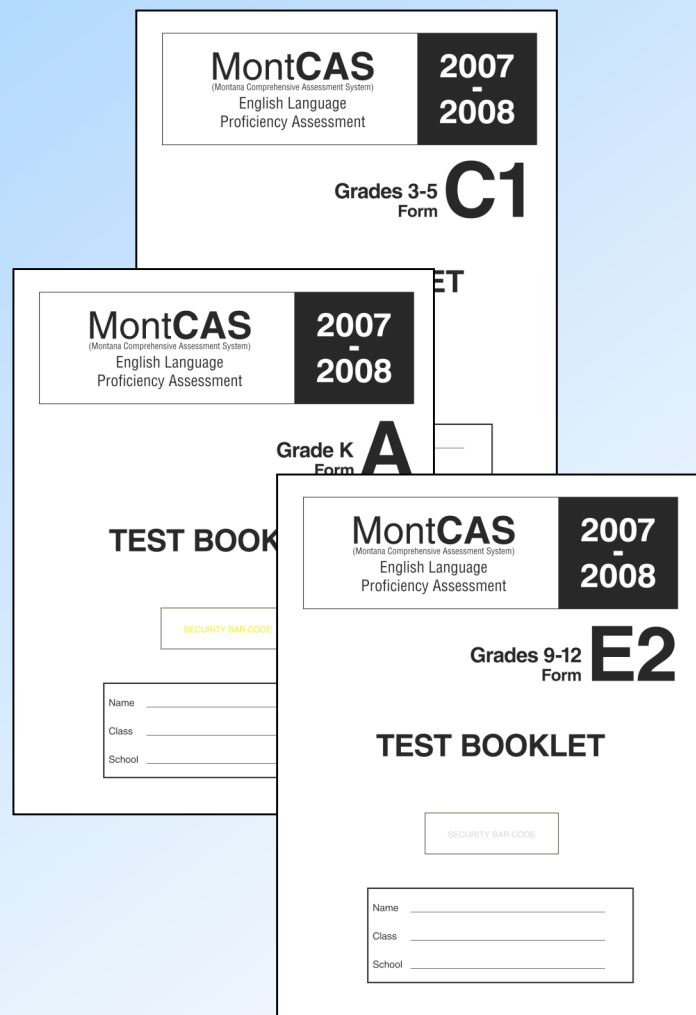
**MontCAS**

(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment



# Grade Spans & Test Forms



Grade-Span	Forms
K	A
1-2	B1 & B2
3-5	C1 & C2
6-8	D1 & D2
9-12	E1 & E2

# Subtests for Grade K (Form A)

MontCAS  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment

2007  
2008

Grade K  
Form **A**

**TEST BOOKLET**

SECURITY BAR CODE

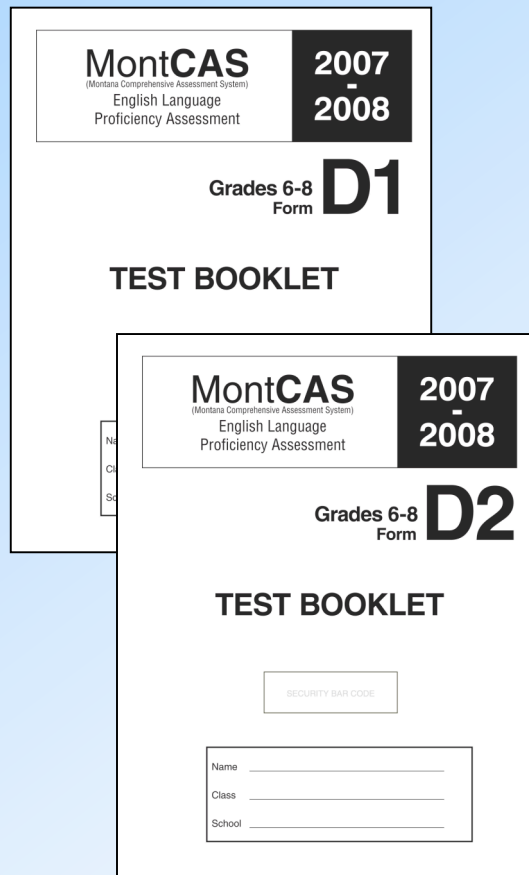
Name \_\_\_\_\_  
Class \_\_\_\_\_  
School \_\_\_\_\_

Subtest	Administered
Listening	Individually
Speaking	Individually
Reading	Individually
Writing	-

## Subtests for Grades 1-12 (Forms B, C, D, & E)

Subtest	Administered
Reading	Group
Writing	Group
Listening	Group
Speaking	Individually

# Test Booklets



- ◆ One test booklet per student.
- ◆ Make sure the student is given the correct test booklet (Form 1 or Form 2) from the start.
- ◆ Students write their name on the test booklet.

# Answer Documents

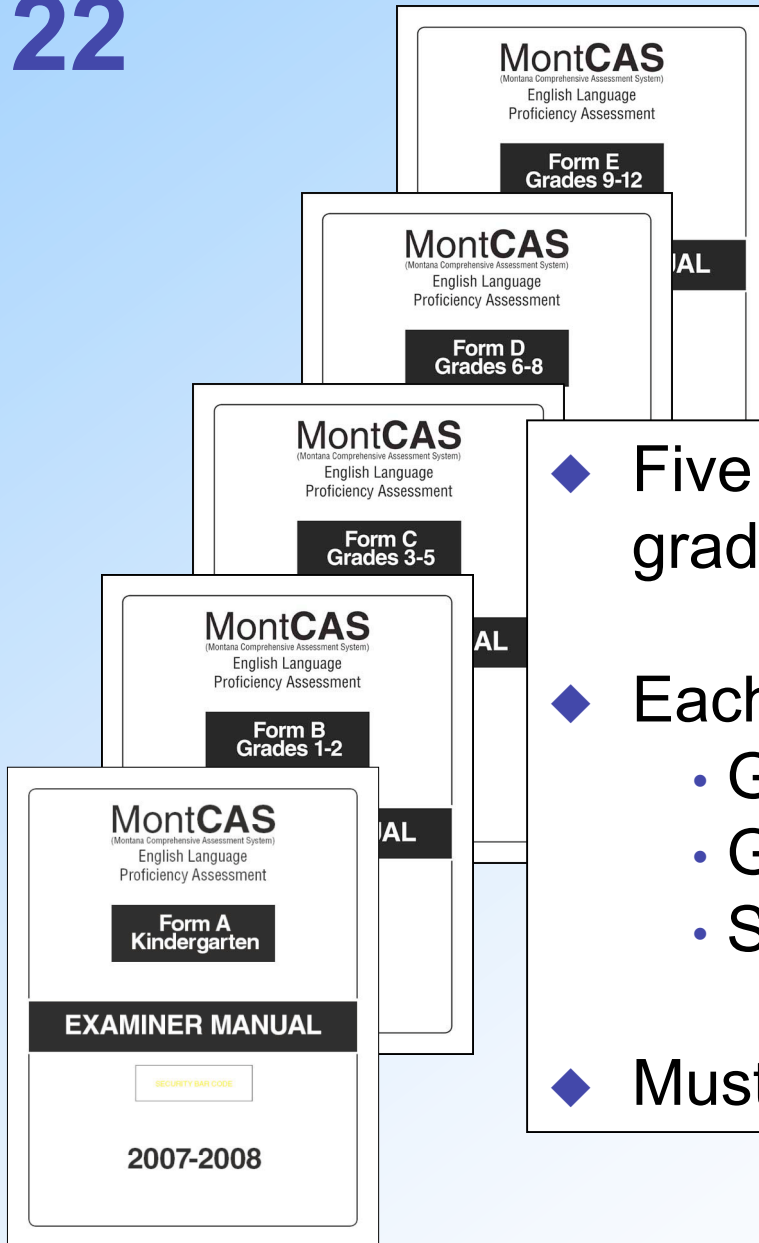
Grade Span	Answer Documents
K	Form A answer sheet
1-2	B1 & B2 machine-scorable test booklets
3-5	C1 & C2 answer documents
6-8	D1 & D2 answer documents
9-12	E1 & E2 answer documents

**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment

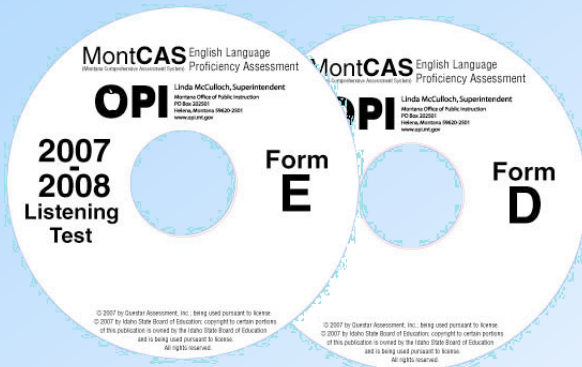
The collage displays various MontCAS answer documents and test booklets. At the top left is the 'MontCAS 2007-2008 English Language Proficiency Assessment' cover for 'Grades 1-2 Form B1'. Below it is the 'TEST BOOKLET' label. To the right is 'Form A' for 'GRADE K' and 'Form B2' for 'Grades 1-2'. Below these are 'Form C1' for 'GRADES 3-5' and 'Form E1' for 'GRADES 6-12'. Each document includes a 'STUDENT NAME GRID' with columns for last name, first name, and ID. A large black arrow points from the 'TEST BOOKLET' label to the 'Form C1' document. The documents also feature a 'Barcode Label' and a section for 'STANDARD ACCOMMODATIONS' with checkboxes for 'STANDARD ACCOMMODATIONS' and 'NONSTANDARD ACCOMMODATIONS'. A 'SERIAL #' field is at the bottom of each document.

# Examiner Manuals

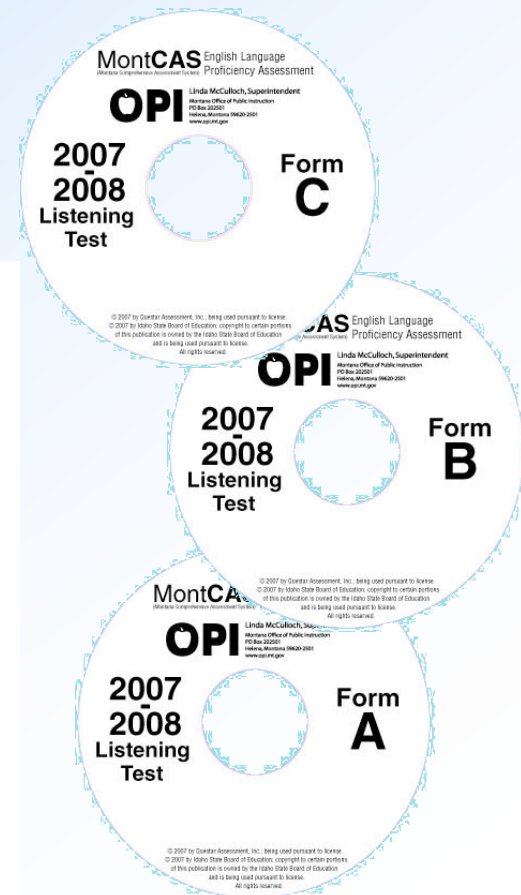
- ◆ Five Examiner Manuals: one for each grade-span level
- ◆ Each contains:
  - General instructions
  - Grade-span-specific instructions
  - Script for each subtest (R, W, L, S)
- ◆ Must be kept secure



# Listening CDs



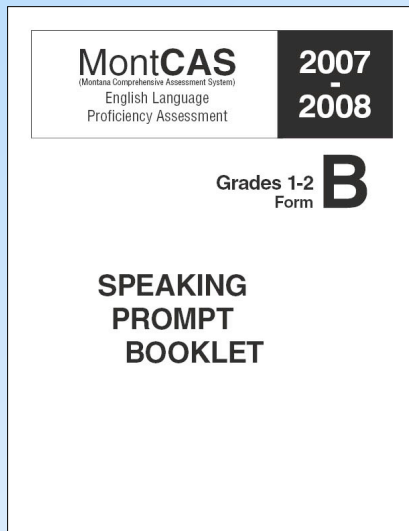
- ◆ All Listening Tests are administered with a form-specific Listening CD
- ◆ Examiner will need a CD player or a computer with sound card and speakers
- ◆ Test CD & sound quality of player
- ◆ Examiner pauses CD when tone sounds, to give students time to respond



**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment



# Speaking Prompt Booklet



- ◆ For grade-span 1-2 only, there is a Speaking Prompt Booklet.
- ◆ One per examiner.



## **IV. Test Administration:**

### **A. General Procedures**

## Test Site



- ◆ Individual Testing
  - Quiet one-to-one environment
  - Seating
  
- ◆ Group Testing
  - Quiet room
  - “Testing: Do Not Disturb” sign on door
  - Desks must be cleared

## Test Security

- ◆ Responsibility of both the Test Coordinator and Examiner
- ◆ All test materials must be accounted for
- ◆ No pages may be duplicated (except Examiner Checklist)

# 28

## Affixing Student Barcode Labels

**MontCAS**  
(Montana Comprehensive Assessment System)

English Language Proficiency Assessment

**GRADE K  
FORM A**

**2007-2008**

Student Answer Document

Examiner Name \_\_\_\_\_

School Name \_\_\_\_\_

Barcode Label

**STUDENT NAME GRID**

LAST NAME										FIRST NAME										MI																													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

**2 SCHOOL CODE**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**3 DATE OF BIRTH**

Month	Day	Year
1 Jan	1	1
2 Feb	2	2
3 Mar	3	3
4 Apr	4	4
5 May	5	5
6 Jun	6	6
7 Jul	7	7
8 Aug	8	8
9 Sep	9	9
10 Oct	10	10
11 Nov	11	11
12 Dec	12	12

**4 STATE STUDENT ID NUMBER**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**5 GRADE**

**6 GENDER**

Female ☐ Male ☐

**7 STANDARD ACCOMMODATIONS**  
(Mark all that apply)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**NON-STANDARD ACCOMMODATIONS**

39 NA 31 NA 32 NA 33

**FOR TEST ADMINISTRATOR USE ONLY. COMPLETE AFTER TESTING.**

Barcode Label  
← Top

MTW-AS-10

- It is the Examiner's responsibility to affix each student label to the appropriate answer document.
- If there is no barcode label, all of the student's information must be bubbled in by hand.

# Voided Barcode Label

## MontCAS ELP Assessment FORM FOR VOIDED BARCODE LABELS

1. Place each student's voided barcode label in the designated area on this form.
2. Check the appropriate box for why the barcode label was voided. If other, then write a brief description on the line provided.
3. Return this form to Questar Assessment, Inc. along with other testing materials.

If you have any questions regarding voided barcode labels, please contact Karen Richem, Assessment Specialist, at (406)444-0748 or [krichem@mt.gov](mailto:krichem@mt.gov)



- ☐ No longer in system  
☐ No longer LEP  
☐ Other \_\_\_\_\_  
\_\_\_\_\_

**MontCAS**  
(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment

## Grouping Students for Testing

As long as the groups are not too large:

- ◆ All LEP1 Beginner Level students within a grade span may be tested together on the Reading & Writing tests.
- ◆ All other LEP students within a grade span may be tested together on the Reading & Writing tests.
- ◆ All students within a grade span, regardless of ability level, may be tested together on the Listening test.

## Maximum Group Size

Maximum group size depends on the maturity of the students and the number of available monitors.

- ◆ For grades 1 and 2, we recommend groups of no more than 5-7 students.
- ◆ There should be enough adults to monitor all students.
- ◆ For the Listening Test, take into consideration the acoustics.

## Prompting

- ◆ In general, prompting is not allowed.
- ◆ Exceptions:
  - To clarify a student's response
  - If student responded in another language
- ◆ Examiner may repeat a question if:
  - There was a distraction or interruption
  - Student did not yet begin to respond and asks for question to be repeated



## Translating Directions

- ◆ Initial directions to group may be translated into students' native language(s) if necessary.
- ◆ No item directions or item content may be translated. The script must be read in English exactly as printed in the Examiner Manual.



## Timing

- ◆ The MontCAS ELP is an untimed test.
- ◆ During individual testing, examiners should allow approximately 15 seconds of wait time for a student to begin a response.
- ◆ During group testing, examiners should use their best judgment in allowing sufficient time for students to finish multiple-choice and extended responses.

## Special Accommodations

- ◆ Any student who is given accommodations must have an IEP or 504 on file.
- ◆ Mark the appropriate Standard Accommodations/Non-Standard Accommodations bubble (box 7) on the answer document.
- ◆ Braille and Enlarged-Print versions of the test are available (ordering deadline: 8/21/07)

## **Non-allowable Accommodations**

- ◆ Test administration in a language other than English
- ◆ Translation of the assessment into another language
- ◆ Translation of the assessment into sign language
- ◆ Use of dictionaries or other reference aids
- ◆ Accepting non-English responses

## Scoring Guides

- ◆ Oral responses are scored by examiners at the time of testing
- ◆ Responses are rated using the Scoring Guides in the Examiner Manual
- ◆ Mark the Blank (BL) bubble if the student fails to respond
- ◆ Examiner must study the Scoring Guides before giving the test for the first time

## Testing Absentees

- ◆ All LEP students should be administered all sections of the test.
- ◆ If a student is absent for a particular testing session, schedule a make-up test for that student within the testing window.



## **B. Testing Kindergarten**

# Kindergarten Test Materials

**MontCAS**  
English Language  
Proficiency Assessment  
**GRADE K  
FORM A**  
2007-2008  
Student Answer Document

Outline Name: \_\_\_\_\_  
School Name: \_\_\_\_\_

Barcode Link  
4-Top

**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment

2007-2008

Grade K  
Form **A**

**TEST BOOKLET**

SECURITY BAR CODE

Name \_\_\_\_\_  
Class \_\_\_\_\_  
School \_\_\_\_\_

**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment

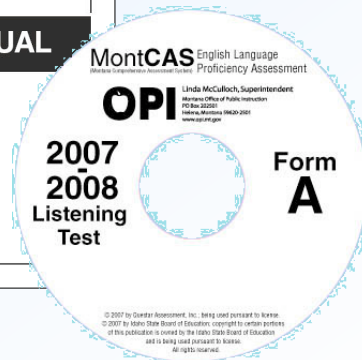
**Form A  
Kindergarten**

**EXAMINER MANUAL**

SECURITY BAR CODE

2007-2008

- Form: A
- **Pink** answer sheet



**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment



# Kindergarten Test Administration

Listening	Speaking	Reading	
1 <input type="radio"/> <input type="radio"/> <input type="radio"/>	1 <input type="radio"/> <input type="radio"/> <input type="radio"/>	1 <input type="radio"/> <input type="radio"/> <input type="radio"/> 19 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
2 <input type="radio"/> <input type="radio"/> <input type="radio"/>	2 <input type="radio"/> <input type="radio"/> <input type="radio"/>	2 <input type="radio"/> <input type="radio"/> <input type="radio"/> 20 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	3 <input type="radio"/> <input type="radio"/> <input type="radio"/> 21 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
4 <input type="radio"/> <input type="radio"/> <input type="radio"/>	4 <input type="radio"/> <input type="radio"/> <input type="radio"/>	4 <input type="radio"/> <input type="radio"/> <input type="radio"/> 22 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
5 <input type="radio"/> <input type="radio"/> <input type="radio"/>	5 <input type="radio"/> <input type="radio"/> <input type="radio"/>	5 <input type="radio"/> <input type="radio"/> <input type="radio"/> 23 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
6 <input type="radio"/> <input type="radio"/> <input type="radio"/>	6 <input type="radio"/> <input type="radio"/> <input type="radio"/>	6 <input type="radio"/> <input type="radio"/> <input type="radio"/> 24 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
7 <input type="radio"/> <input type="radio"/> <input type="radio"/>	7 <input type="radio"/> <input type="radio"/> <input type="radio"/>	7 <input type="radio"/> <input type="radio"/> <input type="radio"/> 25 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
8 <input type="radio"/> <input type="radio"/> <input type="radio"/>	8 <input type="radio"/> <input type="radio"/> <input type="radio"/>	8 <input type="radio"/> <input type="radio"/> <input type="radio"/> 26 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
9 <input type="radio"/> <input type="radio"/> <input type="radio"/>	9 <input type="radio"/> <input type="radio"/> <input type="radio"/>	9 <input type="radio"/> <input type="radio"/> <input type="radio"/> 27 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
10 <input type="radio"/> <input type="radio"/> <input type="radio"/>	10 <input type="radio"/> <input type="radio"/> <input type="radio"/>	10 <input type="radio"/> <input type="radio"/> <input type="radio"/> 28 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
11 <input type="radio"/> <input type="radio"/> <input type="radio"/>	11 <input type="radio"/> <input type="radio"/> <input type="radio"/>	11 <input type="radio"/> <input type="radio"/> <input type="radio"/> 29 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
12 <input type="radio"/> <input type="radio"/> <input type="radio"/>	12 <input type="radio"/> <input type="radio"/> <input type="radio"/>	12 <input type="radio"/> <input type="radio"/> <input type="radio"/> 30 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
13 <input type="radio"/> <input type="radio"/> <input type="radio"/>	13 <input type="radio"/> <input type="radio"/> <input type="radio"/>	13 <input type="radio"/> <input type="radio"/> <input type="radio"/> 31 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
14 <input type="radio"/> <input type="radio"/> <input type="radio"/>	14 <input type="radio"/> <input type="radio"/> <input type="radio"/>	14 <input type="radio"/> <input type="radio"/> <input type="radio"/> 32 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
15 <input type="radio"/> <input type="radio"/> <input type="radio"/>		15 <input type="radio"/> <input type="radio"/> <input type="radio"/> 33 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
16 <input type="radio"/> <input type="radio"/> <input type="radio"/>		16 <input type="radio"/> <input type="radio"/> <input type="radio"/> 34 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
17 <input type="radio"/> <input type="radio"/> <input type="radio"/>		17 <input type="radio"/> <input type="radio"/> <input type="radio"/> 35 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
18 <input type="radio"/> <input type="radio"/> <input type="radio"/>		18 <input type="radio"/> <input type="radio"/> <input type="radio"/> 36 <input type="radio"/> <input type="radio"/> <input type="radio"/>	
19 <input type="radio"/> <input type="radio"/> <input type="radio"/>			
20 <input type="radio"/> <input type="radio"/> <input type="radio"/>			
21 <input type="radio"/> <input type="radio"/> <input type="radio"/>			
22 <input type="radio"/> <input type="radio"/> <input type="radio"/>			

**MARKING INSTRUCTIONS**

Correct Mark Incorrect Marks

☐ ☐ ☐ ☐ ☐ ☐

Writing Checklist	Level / Skill
<b>Proficiency Level</b>	
<b>Pre-emergent / Beginning Level</b>	
1 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes; not yet forming actual letters
2 <input type="radio"/> <input type="radio"/> <input type="radio"/>	"Writing" progresses from left to right
3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	"Writing" progresses from top to bottom
4 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Shows understanding that print carries meaning
5 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes first name
6 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Understands and uses word boundaries
7 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses random letters to represent words (pre-phonetic)
<b>Intermediate Level</b>	
8 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses "abbreviated spelling" in words (1-2 letters that represent whole words, e.g., "MK" for "make")
9 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Correctly represents sounds heard at the beginning of words
10 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Correctly represents sounds heard at the end of words
11 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes 1-2 word "messages" that can be deciphered (e.g., "go stop")
12 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes uppercase letters
13 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes lowercase letters
14 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes letters that correspond to English sounds
15 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Correctly represents sounds heard in the middle of words
<b>Advanced Level</b>	
16 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Correctly spells phonetically regular one-syllable words
17 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes many words with discriminate phonemic approximations (e.g., "BED" for "said")
18 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Writes and correctly spells some high frequency words and words commonly used in the classroom
19 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses simple English language patterns in writing (e.g., "subject, verb, object")
20 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses a combination of drawings and words to relate simple stories or events
21 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses capital letters at the beginning of sentences
22 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Uses end sentence punctuation (periods, question marks)

**Key:** 0 = Student has never demonstrated this ability

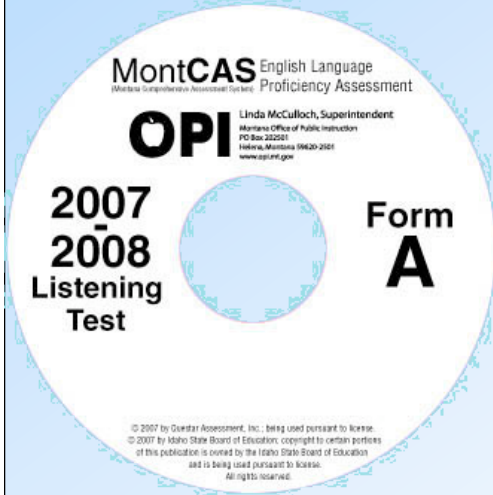
1 = Student does this occasionally

2 = Student does this most of the time

3 = Student demonstrates mastery of this skill, or has passed beyond this stage

- ◆ 3 tests: Listening, Speaking, Reading
- ◆ Writing checklist
- ◆ All tests are individually administered
- ◆ All responses are recorded by examiner on the Form A answer sheet

## Form A: Listening Test



- ◆ Administered using Form A Listening CD
- ◆ Includes demo & practice items
- ◆ Test booklet is in front of student
- ◆ Examiner
  - Follows directions in Examiner Manual
  - Pauses the CD when tone sounds
  - Marks responses or scores on answer sheet

## Form A: Speaking Test

The image shows the front cover of the MontCAS 2007-2008 English Language Proficiency Assessment Form A, Grade K, Test Booklet. The cover is white with a black header area. The header contains the MontCAS logo (Montana Comprehensive Assessment System) and the text 'English Language Proficiency Assessment'. To the right of the logo, the years '2007-2008' are printed in white on a black background. Below the header, the text 'Grade K Form A' is printed, with 'Form A' in a large, bold, black font. The title 'TEST BOOKLET' is printed in bold, black, uppercase letters. Below the title, there is a yellow rectangular box labeled 'SECURITY BAR CODE'. At the bottom of the cover, there is a white rectangular box with three lines for student information: 'Name', 'Class', and 'School'.

- ◆ Time per student: about 15 minutes
- ◆ Administered using the script in the Form A Examiner Manual
- ◆ Test booklet is in front of student
- ◆ Examiner marks scores on answer sheet

# Form A: Reading Test

The image shows the front cover of the MontCAS 2007-2008 Grade K Form A Test Booklet. The cover is white with a black header area. In the top left, it says 'MontCAS' in bold, with '(Montana Comprehensive Assessment System)' in smaller text below it, followed by 'English Language Proficiency Assessment'. To the right of this, in a black box, are the years '2007' and '2008'. Below the header, it says 'Grade K Form A' with a large 'A'. In the center, it says 'TEST BOOKLET'. Below that is a yellow box labeled 'SECURITY BAR CODE'. At the bottom, there is a form with three lines for 'Name', 'Class', and 'School'.

- ◆ Time per student: about 15 minutes.
- ◆ May be combined with Speaking Test in a single session
- ◆ Student responds to multiple-choice questions by circling answer in test booklet
- ◆ Test is stopped when student gets 3 in a row wrong.

# Form A: Writing Checklist

Listening		Speaking		Reading	
1	0-0-0-0	1	0-0-0-0	1	0-0-0-0
2	0-0-0-0	2	0-0-0-0	2	0-0-0-0
3	0-0-0-0	3	0-0-0-0	3	0-0-0-0
4	0-0-0-0	4	0-0-0-0	4	0-0-0-0
5	0-0-0-0	5	0-0-0-0	5	0-0-0-0
6	0-0-0-0	6	0-0-0-0	6	0-0-0-0
7	0-0-0-0	7	0-0-0-0	7	0-0-0-0
8	0-0-0-0	8	0-0-0-0	8	0-0-0-0
9	0-0-0-0	9	0-0-0-0	9	0-0-0-0
10	0-0-0-0	10	0-0-0-0	10	0-0-0-0
11	0-0-0-0	11	0-0-0-0	11	0-0-0-0
12	0-0-0-0	12	0-0-0-0	12	0-0-0-0
13	0-0-0-0	13	0-0-0-0	13	0-0-0-0
14	0-0-0-0	14	0-0-0-0	14	0-0-0-0
15	0-0-0-0	15	0-0-0-0	15	0-0-0-0
16	0-0-0-0	16	0-0-0-0	16	0-0-0-0
17	0-0-0-0	17	0-0-0-0	17	0-0-0-0
18	0-0-0-0	18	0-0-0-0	18	0-0-0-0
19	0-0-0-0	19	0-0-0-0	19	0-0-0-0
20	0-0-0-0	20	0-0-0-0	20	0-0-0-0
21	0-0-0-0	21	0-0-0-0	21	0-0-0-0
22	0-0-0-0	22	0-0-0-0	22	0-0-0-0

MontCAS Instructions  
 Correct Mark: 0-0-0-0 Incorrect Mark: 0-0-0-0  
 0-0-0-0 0-0-0-0 0-0-0-0 0-0-0-0

Proficiency Level	Level / Skill
1	Pre-emergent / Emerging Level
1	0-0-0-0-0-0 Recognizes that print carries meaning
2	0-0-0-0-0-0 "Writes" progress from left to right
3	0-0-0-0-0-0 "Writes" progress from top to bottom
4	0-0-0-0-0-0 Shows understanding that print carries meaning
5	0-0-0-0-0-0 Writes first name
6	0-0-0-0-0-0 Understands and uses word boundaries
7	0-0-0-0-0-0 Uses spoken words to represent specific (one phonetic)
8	0-0-0-0-0-0 Uses "phonetic" strategy to write (e.g. "tks" for "thanks")
9	0-0-0-0-0-0 Correctly represents sounds heard at the beginning of words
10	0-0-0-0-0-0 Correctly represents sounds heard at the end of words
11	0-0-0-0-0-0 Writes 3-4 word "messages" that can be deciphered (e.g., "go stop")
12	0-0-0-0-0-0 Writes complete words
13	0-0-0-0-0-0 Writes sentence letters
14	0-0-0-0-0-0 Writes words that correspond to English sounds
15	0-0-0-0-0-0 Writes words that correspond to English sounds
16	0-0-0-0-0-0 Writes words that correspond to English sounds
17	0-0-0-0-0-0 Writes words that correspond to English sounds
18	0-0-0-0-0-0 Writes words that correspond to English sounds
19	0-0-0-0-0-0 Writes words that correspond to English sounds
20	0-0-0-0-0-0 Writes words that correspond to English sounds
21	0-0-0-0-0-0 Writes words that correspond to English sounds
22	0-0-0-0-0-0 Writes words that correspond to English sounds

Key:  
 0 = Student has never demonstrated this ability  
 1 = Student does this occasionally  
 2 = Student does this most of the time  
 3 = Student demonstrates mastery of this skill, or has passed beyond this stage

- ◆ Based on classroom observation
- ◆ Should be filled out by a teacher familiar with student's work
- ◆ Student does not need to be present

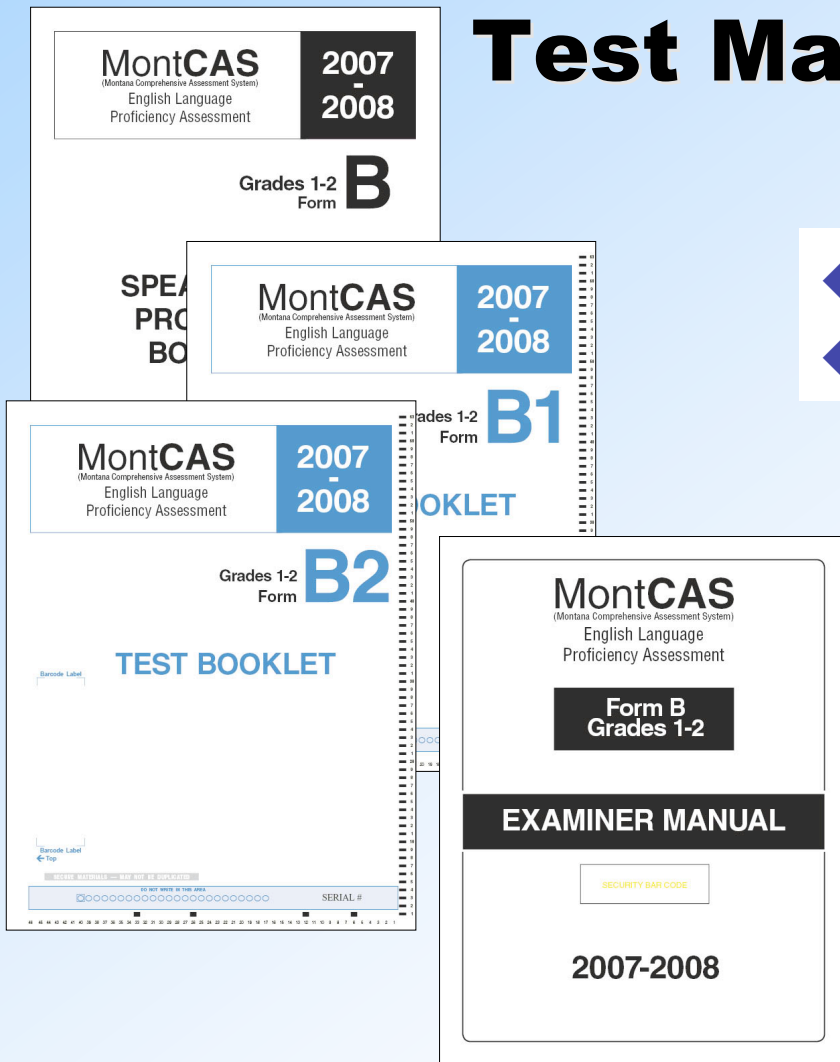


## **C. Testing Grades 1-2**

**MontCAS**  
(Montana Comprehensive Assessment System)

English Language  
Proficiency Assessment

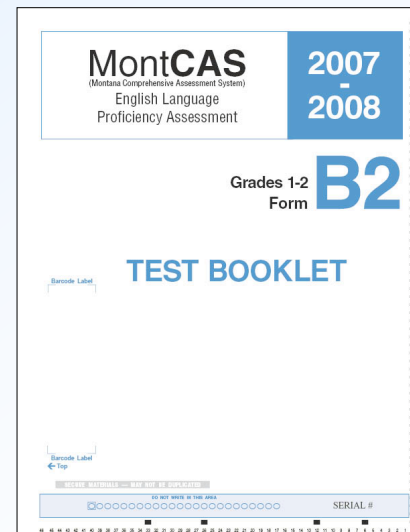
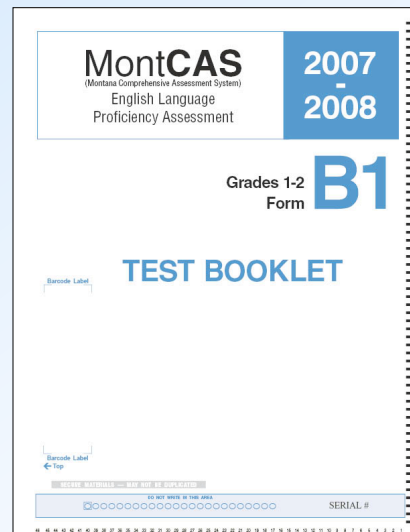
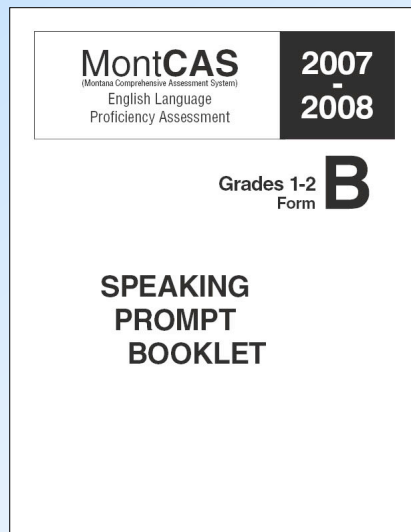
# Grades 1-2 Test Materials



- ◆ Form: B
- ◆ Scannable test booklets

# Grades 1-2 Test Administration

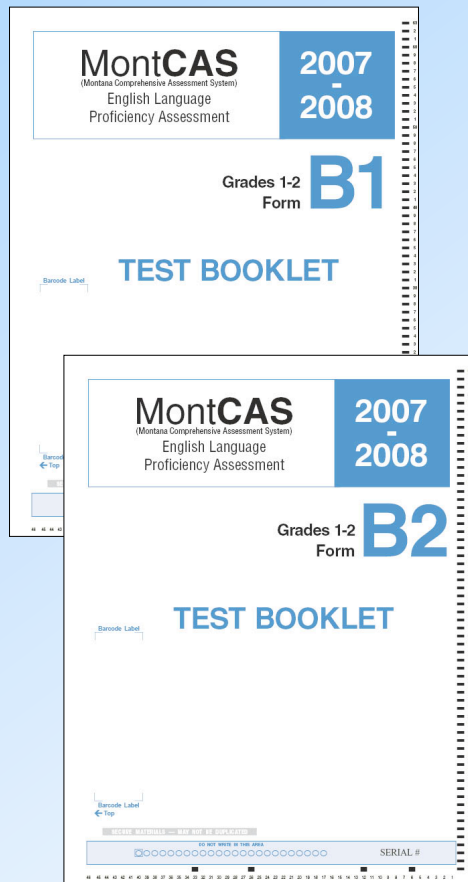
- ◆ 4 tests: Reading, Writing, Listening, Speaking
- ◆ The first three tests are group administered to small groups of 5-7 students
- ◆ Speaking Test is individually administered





# Forms B1 and B2:

## Reading & Writing Tests



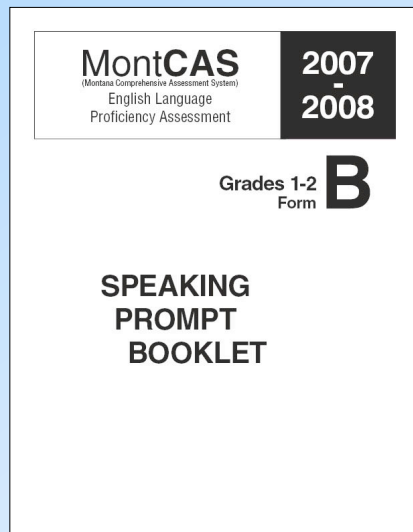
- ◆ Group administered.
- ◆ Students mark or write all their answers in their scannable test booklet.
- ◆ Examiner reads the questions but not the response options or passages.
- ◆ Examiner does not score the written responses.

## Form B: Listening Test

- ◆ Administered using Form B Listening CD
- ◆ Students mark their answers in their scannable test booklets
- ◆ Examiner pauses CD player while students respond



## Form B: Speaking Test



- ◆ Individually administered, using script in Form B Examiner Manual
- ◆ Time per student: 15 minutes
- ◆ Student views prompts in the Speaking Prompt Booklet
- ◆ Examiner marks scores on Speaking answer page in back of student's B1 or B2 test booklet



## **D. Testing Grades 3-12**

**MontCAS**  
(Montana Comprehensive Assessment System)

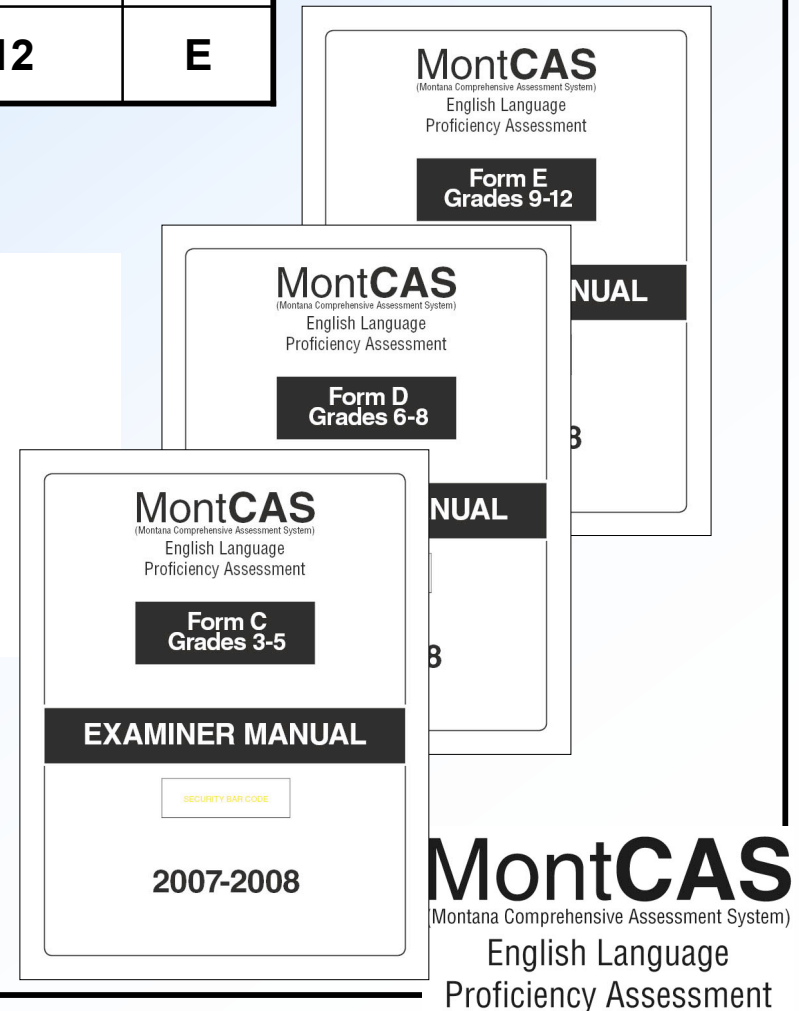
English Language  
Proficiency Assessment

# Grades 3-12 Test Materials

Grade Span	Form
3 - 5	C
6 - 8	D
9 - 12	E

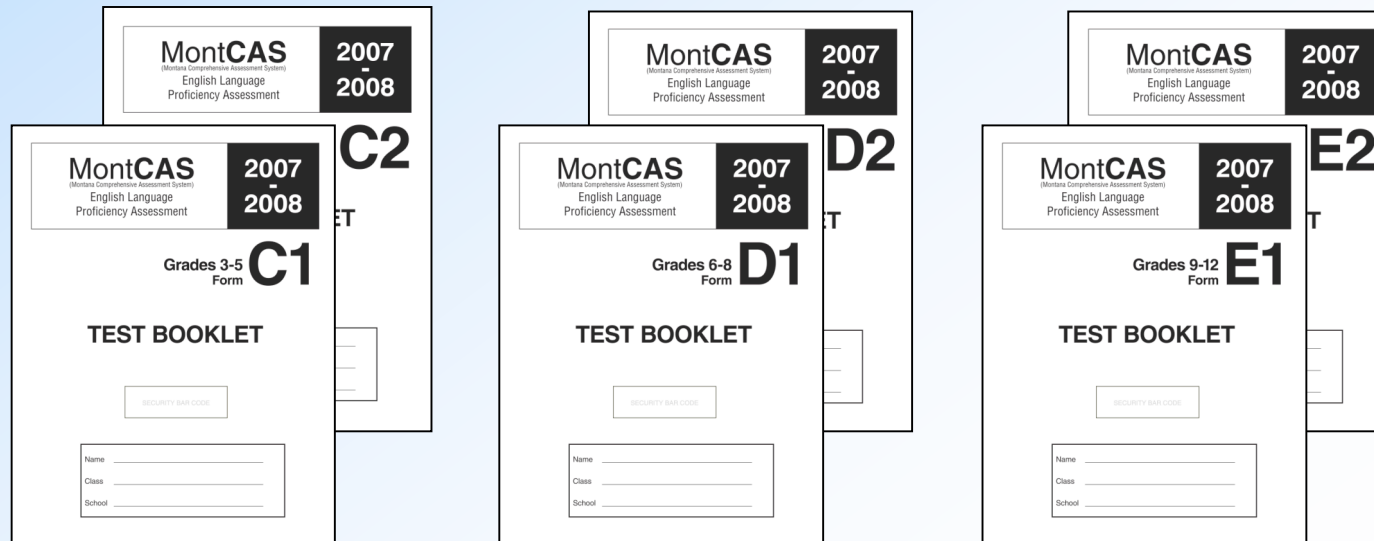
Each grade-span level has its own:

- ◆ Examiner Manual
- ◆ Listening CD
- ◆ Form 1 test booklet & answer document
- ◆ Form 2 test booklet & answer document

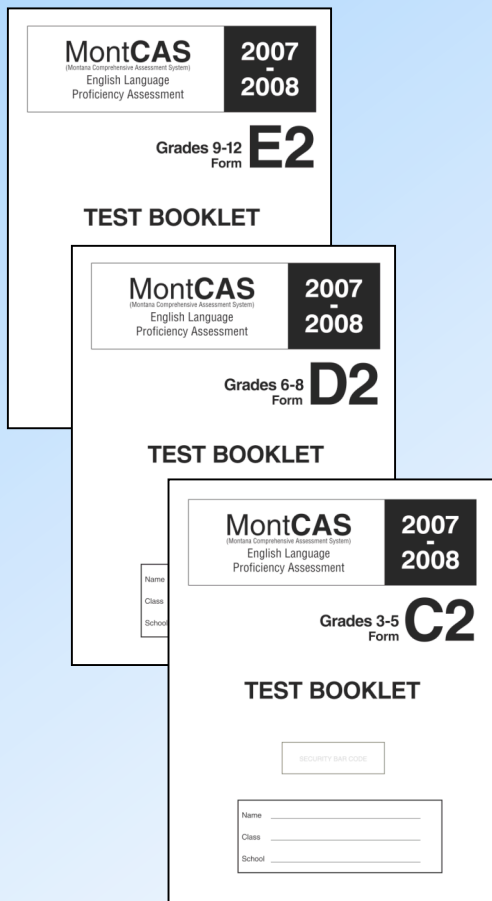


# Grades 3-12 Test Administration

- ◆ 4 tests: Reading, Writing, Listening, Speaking
- ◆ The first 3 tests are group administered
- ◆ Speaking Test is individually administered
- ◆ All responses are marked or written in the student answer document



## Forms C, D, & E: Reading & Writing Tests



- ◆ Test Booklets C1, D1, and E1 are for LEP1 Beginner Level students.
- ◆ Test Booklets C2, D2, and E2 are for all other LEP students.
- ◆ Reading and Writing tests are different in the two booklets; Listening and Speaking tests are the same.

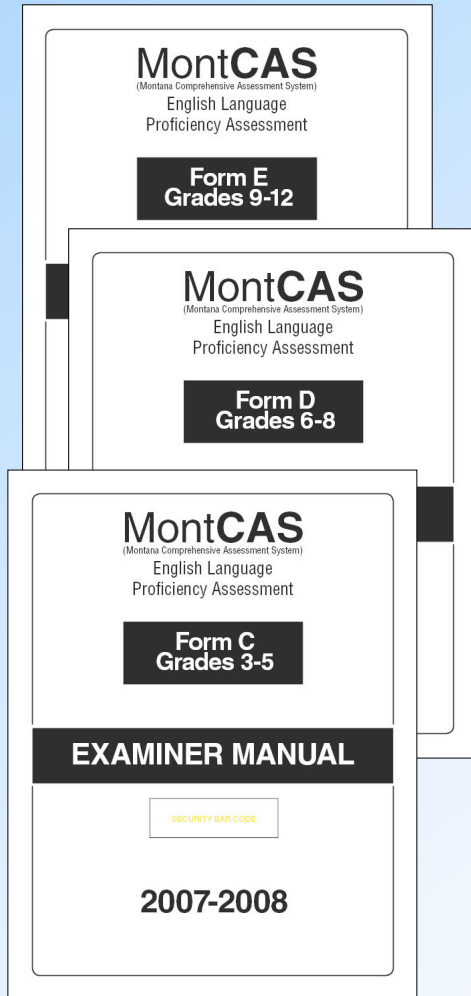
## Forms C, D, & E: Listening Test



- ◆ Group administered; takes about 30 mins.
- ◆ Administered using Form C, D, or E Listening CD
- ◆ Examiner pauses CD while students respond
- ◆ Students mark their answers in their scannable answer documents



## Forms C, D, & E: Speaking Test



- ◆ Individually administered, using script in the appropriate Examiner Manual
- ◆ Time per student: about 15 minutes
- ◆ Student views prompts in his/her test booklet
- ◆ Examiner marks scores on the Speaking page in student's scannable answer document

## **V. After Testing**

***After testing, the examiner:***

- ➔ Checks answer documents for completeness & proper bubbling.
- ➔ Completes one Examiner ID Sheet per grade-span group & places it in the Scoring Envelope with answer documents.
- ➔ Returns all materials to the School Test Coordinator.

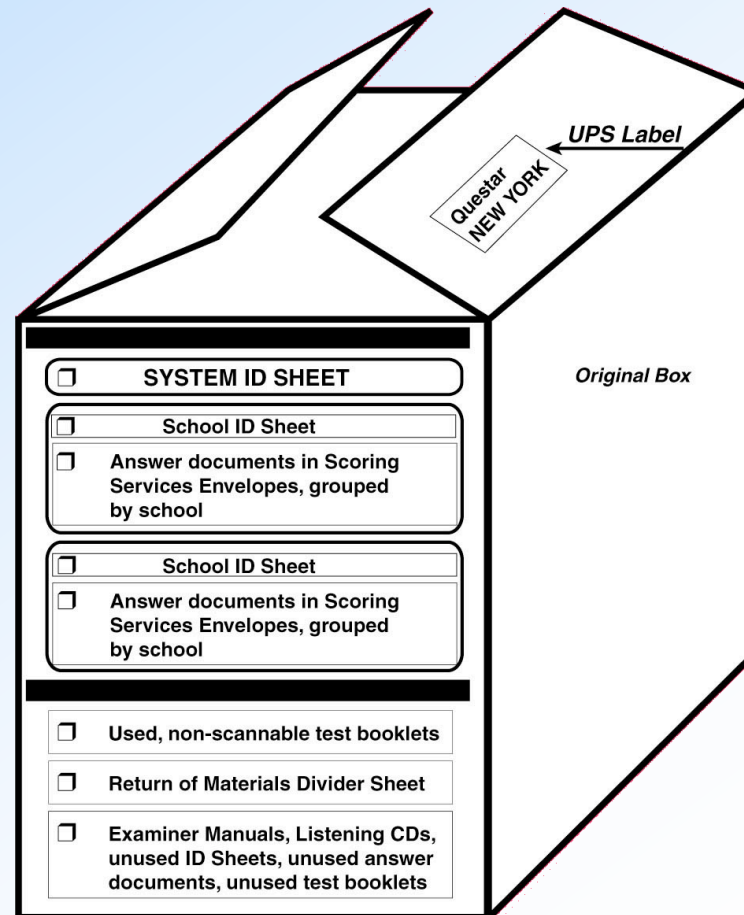
***After testing, the School Test Coordinator:***

- ➔ Collects answer documents & all other test materials from examiners.
- ➔ Completes the School ID Sheet.
- ➔ Affixes voided student barcode labels onto the Form for Voids Barcode Labels and marks why each label was voided.
- ➔ Returns all materials to the System Test Coordinator by November 28th.

***After testing, the System Test Coordinator:***

- Receives answer documents & all other test materials from each school in the system.
- Fills out the System ID Sheet.
- Packs and ships answer documents & all other test materials by December 7th.

# Packing and Shipping





## If you have questions...

<b>About OPI assessment policy &amp; who should be tested</b>	<b>Lynn Hinch, OPI</b> Phone: (406) 444-3482 Email: <a href="mailto:lhinch@mt.gov">lhinch@mt.gov</a>
<b>About OPI assessment policy &amp; additional test materials</b>	<b>Karen Richem, Assessment Specialist</b> Phone: (406) 444-0748 Email: <a href="mailto:krichem@mt.gov">krichem@mt.gov</a>
<b>About test administration</b>	<b>MontCAS ELP Coordinator</b> Phone: (888) 854-9596 Email: <a href="mailto:montcas-elp@QuestarAI.com">montcas-elp@QuestarAI.com</a>
<b>About packing &amp; shipping</b>	<b>MontCAS ELP Coordinator</b> Phone: (888) 854-9596 Email: <a href="mailto:montcas-elp@QuestarAI.com">montcas-elp@QuestarAI.com</a>

# **Good Luck with your Testing!**

**When the test administration is over, we want your feedback about both the test itself and the process. There will be a downloadable form for feedback from both examiners and test coordinators.**



Linda McCulloch, Superintendent  
Montana Office of Public Instruction  
PO Box 202501  
Helena, Montana 59620-2501  
[www.opi.mt.gov](http://www.opi.mt.gov)

**MontCAS**  
(Montana Comprehensive Assessment System)  
English Language  
Proficiency Assessment